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## CENTRAL INTELLIGENCE GROUP

~~INTELLIGENCE REPORT~~

25X1A2g

COUNTRY Germany/Russian Zone

DATE: 25X1A6a

SUBJECT SED Party Mechanism

INFO. [REDACTED]

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DIST. 18 March 1947

ORIGIN [REDACTED]

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SUPPLEMENT

25X1X6

1. An SED memorandum, "aufgaben der Vorstände", dated 16 November 1946, lists the detailed duties of party administration within party headquarters and sub-headquarters units. The chairman is responsible not only for political education within his party headquarters but also for the supervision of duties of an organizational nature.

2. The vice-chairman is directly responsible for the carrying out of the organizational functions, aided by one to three assistants ("Genossen") who form the "Org-Abteilung". One of these three assistants is, ex-officio, the treasurer.

3. Specifically, the "Org-Abteilung" controls the work of all party members. It supplements the cadre of party functionaries. It is responsible for the direction of:

a. Membership files (with exact details of additional membership in labor unions.)

b. List of functionaries.

c. Sectional files (recruiting, women, youth section, etc.)

d. House block list (three to five houses assigned to each member for distribution of literature.)

e. List of chiefs of 'groups of ten'.

f. Lists of returning PW's.

g. Business group lists (address of chief; SED members in the shop; number of employees; number of labor union members; number of SPD members; etc.)

h. List of businesses without SED groups (in collaboration with the FDGB.)

i. Attendance lists.

4. The chairman is responsible for the 'Monatsplan', the group's work plan for the month, in the drawing up of which he is advised by the functionaries responsible for its execution. He is also responsible for the preparation of reports to

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higher and lower party headquarters. He controls the work of the functionaries and checks on their attendance.

5. The vice-chairman is responsible for the maintenance of the membership and functionary files. He allots members to the various sections (recruiting, youth, etc.), makes out the house block lists, and keeps the information (Auskunftsordner) files:

- a. Group functionaries.
- b. Groups of tens.
- c. Membership files.
- d. Section files.
- e. Business groups.
- f. Meeting places.
- g. Address lists, by streets.
- h. Members in the Government (where employed; function within the party.)
- i. House block lists.
- j. Attendance lists.
- k. Inventories.
- l. Important addresses for information section (Bezirk offices; women's and youth groups, labor unions, police, welfare.)

6. The leader of the work among business enterprises is responsible for the liaison with shop groups. He is to visit shop group meetings, announce shop group officials, maintain their card files. He is also responsible for appointing one member who will maintain close contact with the shop's FDGB group.

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